

Executive Committee Meeting Minutes Wednesday, May 16, 2018 @ 8:30 am

Executive Committee Members Present: (Chairman) Fred Pezeshkan, (Vice-Chairman) Richard Grant, Jean-Pierre Garnier

Not Present:

None

Others Present:

Steve Wheeler, Healthcare Networks, Member Board of Directors
Tim Durham - Executive Manager of Corporate Business Operations
Jace Kentner - Business & Economic Development Division
Jennifer Pellechio – Chief Operating Officer
Fred Krieger – Volunteer CPA
Ruth Fehr – Culinary Business Development Manager

Quorum Present? Yes

1. CALL TO ORDER

The meeting was called to order at 8:40 a.m.

2. APPROVAL OF MINUTES

Minutes were not included with the packet. The review of the April 18, 2018 EII Executive Committee minutes were moved to the next meeting.

3. EXECUTIVE DIRECTOR & COO REPORT

a. EII Status Report

1. Good News

Mr. Durham explained that payments from the Clerk's office have all been paid up to date. Short pay has been instituted, which allows for flow of cash flow.

Mr. Durham also provided an overview of research to date.

2. Marketing Efforts

Mr. Durham explained the lack of marketing efforts due to budget constraints. In addition, he explained different approaches, methods, etc. for enhancing marketing for EII.

Ms. Pellechio reviewed a quote that was provided for video and other marketing services.

A motion was made by Mr. Grant and seconded by Dr. Garnier to spend restricted donation dollars up to \$9,000 on marketing efforts vetted and determined by Mr. Durham and Ms. Pellechio. The motion passed unanimously.

3. Fusion Pointe/Mentoring

Mr. Durham explained that we had several meetings with Fusion Pointe and at this time would suggest that we focus on developing the FY2019 budget and continue to research other opportunities, such as the Kaufmann foundation.

Discussion ensued.

Ms. Pellechio explained that a draft flyer was presented to demonstrate ideas of capturing potential revenue through meeting space and events.

Discussion ensued regarding a flat fee or an affiliate type subscription @ \$100 per year.

A motion was made by Dr. Garnier and seconded by Mr. Grant to implement event pricing. The motion passed unanimously.

4. Accounting Firm

Ms. Pellechio explained that all the references checked for a new bookkeeping firm, Shabro Office Solutions, were positive. This company is familiar with not for profit entities and will provide a savings to EII. The recommendation is to change bookkeeping firms from Noack & Company to Shabro Office Solutions.

A motion was made by Mr. Pezeshkan and seconded by Mr. Grant to move forward with replacing Noack and Associates with ShaBro Office Solutions. The motion passed unanimously.

4. OLD BUSINESS

a) Clerk/County Reimbursement status

This item was discussed under the Director report.

5. NEW BUSINESS

Mr. Pezeshkan added Board Member Liaison to the agenda under news business.

Mr. Wheeler expressed his interest to serve as this role and work closely with EII staff and participants in the Accelerators. He will meet with the participants and help schedule events that could assist.

Discussion ensued.

a. Report from the Culinary Business Development Manager (Immokalee)

Ms. Fehr explained that the Culinary Accelerator @ Immokalee currently has two scheduled inspections with the appropriate state agencies and is working with another two participants through the process. In addition, staff continues to work closely with Barron Collier and the Seminole Tribe with cooking classes.

Discussion ensued regarding equipment needs of the facility.

The Executive Committee requested a list of equipment needs to be shared with the fundraising committee. Include the company name and type of equipment for this request.

Discussion ensued.

6. COMMITTEE REPORTS

- a. Budget & Finance Committee - Mr. Fred Krieger
- **Financial Results for April 2018 - Action Item**

Mr. Krieger explained the April Financials.

A motion was made by Mr. Pezeshkan and seconded by Dr. Gariner to approve the April Financials. The motion passed unanimously.

- **Marshall Goodman PTO & Bonus Payout**

Mr. Pezeshkan explained that based on the Employee Handbook, Dr. Goodman should be paid out the accrued PTO leave.

Mr. Krieger explained that the PTO is documented on the balance sheet.

Discussion ensued.

From the Employee Handbook, page 28 - Employees who are discharged from their employment for gross misconduct (i.e. theft, violence, under the influence of alcohol, illegal drug use, harassment, etc.) or resign employment with less than two weeks notice may not receive pay for unused paid leave time. Employees whose employment is terminated for any other reason will receive pay for their accrued and unused paid leave time up to a maximum of 240 hours, provided they have worked for the Company twelve consecutive months.

Mr. Kreiger stated the Trinet report shows 104 hours remaining for Dr. Goodman. The recommendation is as follows:

- May 31, 2018 – 20hrs
- June 15, 2018 – 20hrs
- June 30, 2018 – 20hrs
- July 15, 2018 – 20hrs
- July 31, 2018 – 24hrs

A motion was made by Dr. Garnier and seconded by Mr. Grant to approve PTO disbursements to Dr. Goodman to be paid in increments. The motion passed unanimously.

Mr. Pezeshkan explained bonuses were accrued in December 2016 and there are remaining amounts not yet paid to Dr. Goodman, Ms. Pellechio and Ms. Kruzer.

Mr. Krieger explained that the bonuses are also documented on the balance sheet.

A motion was made by Dr. Garnier and seconded by Mr. Grant to approve the bonuses accrued to be paid by restricted donation dollars. The motion passed unanimously.

- **Participant Scorecard – Naples/Immokalee**

Mr. Krieger explained in the presentation for April the participation status.

- **Form 990 Update**

Mr. Krieger explained that Tuscan & Company is working on the 990.

- **A/P & A/R**

Mr. Krieger explained that Accounts Payable were still high due to cash preservation efforts. In addition, Accounts Receivable were at a normal level.

- **2019 Budget Planning**

Mr. Krieger explained that we are working on a timetable for budget planning. The FY2019 budget planning has begun.

7. BOARD MEMBERS COMMENTS

Mr. Pezeshkan explained that all documents and processes retroactive to the date Mr. Goodman resigned should be executed by Ms. Pellechio.

A motion was made by Dr. Garnier and seconded by Mr. Grant providing authorization to Ms. Pellechio, COO to execute all bank documentation, EII payment request, timesheet and business-related documents. The motion passed unanimously.

Mr. Pezeshkan also requested moving the June meeting date and cancelling the July meetings.

Discussion ensued.

8. ADJOURN

The meeting was adjourned at 10:00 am.

Next meeting scheduled for Executive Committee is June 11, 2018 @ 4:00 pm and the Board of Directors will be held on June 12, 2018 @ 4:00 pm.

Minutes reviewed and approved by Secretary Richard Grant.